



**EMBASSY OF THE UNITED STATES OF AMERICA**  
**Position Vacancy Announcement**  
**ANNOUNCEMENT NO: VA-10-55**

**OPEN TO:** All interested and qualified candidates  
Current mission employees serving a probationary period are not eligible to apply.  
**POSITION:** Building Automated Systems Engineer  
**OPENING DATE:** Sunday: November 21, 2010  
**CLOSING DATE:** Sunday December 05, 2010 - max. 4:30 p.m.  
**WORK HOURS:** Full-time; 40 hours/week  
**SALARY & GRADE:** FSN-10

**In-house candidates must apply through their supervisors.**

NOTE: ALL ORDINARILY RESIDENT (OR) APPLICANTS MUST HAVE THE REQUIRED WORK PERMITS ALLOWING WORK IN COUNTRY BEFORE APPLYING FOR THIS POSITION.

The U.S. Embassy in Khartoum is seeking a qualified individual for the position of Building Automated Systems Engineer in the Facilities Management Office (FMS) at the U.S Embassy Khartoum Sudan.

**BASIC FUNCTION OF POSITION:**

The Building Automated Systems Engineer (BASE) will work directly for the Electrical Engineer and will be responsible for the operation and maintenance of the building automated systems which is a computer and micro-processor controlled building automated system management systems, such as; elevator air conditioning, fire suppression, potable water, fresh air make-up, fire alarms, and similar systems located throughout the U.S Embassy buildings and compound. The BASE will perform maintenance and troubleshooting actions on computer and/or microprocessor control for the following types of systems, air conditioning and ventilation, and filtration equipment, variable frequency control equipment, diesel powered electrical generators, switchgear and switchboard equipment, fuel distribution and management systems, potable, fire fighting, chilled water make-up and domestic water disruptor of computerized equipment used by other trades in support of the Posts Reliability Centered Maintenance Program. Equipment includes, but is not limited to: Infrared imaging, vibration analysis, water analysis, electrical and mechanical test sets and instruments.

**MAJOR DUTIES AND RESPONSIBILITIES:**

1. Operational Support: the BASE sets up and/ or validates setup for all microprocessor controlled equipment and maintains a log of system set-points in a format specified by the Facility Manager. In addition to set - points, the BASE maintains a log of sensors and calibration requirements. Systems support range in scale and complexity from advance building systems automation to remote controls for split system air conditioners.
2. Coordinates with the NEC Maintenance Supervisor for the execution of BAS preventive maintenance, equipment replacement, scheduled and unscheduled work orders
3. Responsible for trouble shooting problems with all BAS systems monitored and/or controlled by the BAS and assists in solving problems and correcting system faults.
4. Prepares written reports on equipment status, operational problems, and equipment or system breakdowns and provides solutions and recommendations for resolving the situation.
5. Prepares studies for better system design and operation, emphasizing energy management and best maintenance practices. Performs a variety of tests using test equipment to make the BAS system more functional and reliable.

6. Maintains the equipment library and equipment manuals. Documents and updates the records as each and every problem occur and are resolved.

7. Assists in maintaining required parts inventory for the BAS system and works with GSO to ensure that critical spare parts are on-hand when required.

8. Equipment, Sensor, and Cabling Systems Maintenance: The BASE is responsible for all aspects of maintenance required by the Post Reliability and Preventive maintenance plan and troubleshooting on systems computers and microprocessors

Duties include:

- \* Normal computer maintenance (Windows system maintenance, disk cleanup, backup, installation of software upgrades, virus/ spyware protection, computer cleaning, etc.)

- \* Maintenance of microprocessors (Upload/ replacement firmware, programming, battery replacements, running program diagnostics, communication with manufacturer representatives, troubleshooting faults, testing replacement, and cleaning).

- \* Uninterruptable Power Supply Maintenance to include, routine tests, verification of communications between the UPS and the computers, battery maintenance.

- \* Intelligent programmable sensor troubleshooting and maintenance includes performance evaluation, troubleshooting, cleaning, periodic testing and recalibration, and replacement. Sensors include: Water/Air flow temperature flow, and pressure; thermostats, digital and analog valve and damper controllers, heat and smoke detection; fuel level, flow, and leakage; traffic controls; water chemistry (pH and Chlorine content); carbon dioxide and monoxide; equipment run status.

- \* Remote controls and status annunciations (troubleshooting, reprogramming, repair, replacement for remote control LAN status annunciation of generators, fire alarm systems, chillers and ventilation systems, fuel distribution, systems gates and perimeter controls).

- \* Signal and fiber optics cable (troubleshooting and correcting faults with underground and building signal cables including fiber, coax, and analog).

9. Logistics Support (tools, equipment, spare parts and materials): The BASE maintains all tools and equipment required for effective maintenance of computers, microprocessors, sensors and cabling systems. He is also responsible for identification and stock control for spare parts and materials required for routine maintenance and repair and for identification and control of parts deemed critical to operational control. The BASE stays current with the industry trends and updates and identifies additional equipments, tools, parts and materials which will enhance maintenance effectiveness.

**QUALIFICATIONS REQUIRED:**

**NOTE:** All applicants must address each selection criterion detailed below with specific and comprehensive information supporting each item.

**Education:** A university or technical degree in computerized systems control and sensor technology or a related engineering field.

Satisfactory completion of technical training courses and on- line course work indicating proficiency in building systems control and sensors technology is required. Maintenance of digital systems and equipment may be substituted for formal training Completion of vendor/ software developer education in the types of the systems installed in Khartoum is a plus.

The successful candidate will complete at least 12 hours of related continuing technical and or professional education CTE/CPE per year. The Facility Manager will review the proposed curriculum or approval prior to acceptance as having

met the CTE/CPE requirement. In addition the successful candidate may be required to travel aboard for Post sponsored continuing education.

**Prior Work Experience:** A minimum of Five years of experience in operation and maintenance of building computer and microprocessor control systems is required. The experience may have been gained as a result of performing general maintenance on computer controlled systems and equipment, however, at least two years must have been spent in direct maintenance of computers, microprocessors, sensors, and cabling.

**Language Proficiency: (This will be tested)**

	Speaking	Reading	Writing
English	Fluent	Fluent	Fluent
Arabic	Fluent	Fluent	Fluent

**Skills:**

Possess the necessary physical requirements, with or without the aid of mechanical devices, to safely perform the duties and responsibilities of this position including but limited to:

- \* Climbing stairs, ladders and scaffolding, and working at heights above thirty (30) feet.
- \* Perform tasking requiring bending, stooping, kneeling, and walking short distances.
- \* Working in dusty environments
- \* Working outside in high temperature and during rainy seasons
- \* Basic mechanical and electrical systems understanding
- \* Troubleshooting, upgrade, maintenance, and repair of computers and microprocessors.
- \* Programming set- points for computers and microprocessors controlled system.
- \* Maintenance, Calibration, repair, and replacement of sensors
- \* Computerized controls for building automation and control of chillers and power generators.
- \* Maintenance and operation of test sets and monitoring equipment.

**SELECTION PROCESS:**

- Applicants must be eligible for appointment under local government laws and regulations.
- Management will consider nepotism, conflict of interest, budget, and visa status in determining candidacy.
- Selected candidates must pass a pre-employment medical and security clearance in order to be eligible for hire.
- When fully qualified, U.S. Citizen Eligible Family Members (USEFMs) and U.S. Veterans are given preference. Therefore, it is essential that the candidate specifically address the required qualifications above in the application.

**ADDITIONAL SELECTION CRITERIA:**

1. Management will consider nepotism/conflict of interest, budget, and residency status in determining successful candidacy.
2. Current FSN employees serving less than one year in their current positions are not eligible to apply.
3. Current Ordinarily Resident employees with an Overall Summary Rating of Needs Improvement or Unsatisfactory on their most recent Employee Performance Report are not eligible to apply.
4. Currently employed US Citizen EFMs who hold a Family Member Appointment (FMA) are ineligible to apply for advertised positions within the first 90 calendar days of their employment.

5. Currently employed NORs hired under a Personal Services Agreement (PSA) are ineligible to apply for advertised positions within the first 90 calendar days of their employment unless currently hired into a position with a When Actually Employed (WAE) work schedule.

**TO APPLY:**

**Interested individuals for this position should submit the following or the application will not be considered:**

1. DS-174, Application for Employment for LES and Eligible Family Members. This form and all information about the positions and application procedures are available at the U.S. Embassy website <http://khartoum.usembassy.gov>, "Job Opportunities".
  2. ONLY Application Form DS-174 will be accepted. DO NOT attach any additional documents. Applications submitted on any other form or with attachments will NOT be considered.
  3. Completed applications must be received on or before the closing date. Applications received after the closing date will not be considered.
  4. Applications may be submitted through:
    - E-mail: [KhartoumHRAApplications@state.gov](mailto:KhartoumHRAApplications@state.gov). Submission of applications via e-mail must include the "Vacancy Number" and "Position Title" on the subject line).
- OR**
- Application may be delivered to U.S Embassy, Kilo 10 Suba, Khartoum - Sudan. Application box outside Consular Entrance.
  5. Candidates who claim US Veterans preference must provide a copy of their Form DD-214 with their application.

**POINT OF CONTACT:**

Human Resources Office  
U.S. Embassy, Khartoum  
Telephone: 249-1-870-22000 Ext. 2746

**DEFINITIONS:**

1. US Citizen Eligible Family Member (USEFM) - For purposes of receiving a preference in hiring for a qualified position, an EFM who meets the following criteria:

- US Citizen; and,
- EFM (see above) at least 18 years old; and,
- Listed on the travel orders of a direct-hire Foreign, Civil, or uniformed service member assigned to or stationed abroad with a USG agency that is under COM authority, or at an office of the American Institute in Taiwan; and either:
  1. Resides at the sponsoring employee's or uniformed service member's post of assignment abroad or at an office of the American Institute in Taiwan; or
  2. Resides at an Involuntary Separate Maintenance Allowance (ISMA) location authorized under 3 FAM 3232.2.

EFM: An individual related to a US Government employee in one of the following ways:

- Spouse;
- Child, who is unmarried and under 21 years of age or, regardless of age, is incapable of self-support. The term shall include, in addition to

natural offspring, stepchildren and adopted children and those under legal guardianship of the employee or the spouse when such children are expected to be under such legal guardianship until they reach 21 years of age and when dependent upon and normally residing with the guardian;

- Parent (including stepparents and legally adoptive parents) of the employee or of the spouse, when such parent is at least 51 percent dependent on the employee for support;
- Sister or brother (including stepsisters and stepbrothers, or adoptive sisters or brothers) of the employee, or of the spouse, when such sibling is at least 51 percent dependent on the employee for support, unmarried, and under 21 years of age, or regardless of age, incapable of self-support.

3. Member of Household (MOH) - An individual who accompanies a direct-hire Foreign, Civil, or uniformed service member permanently assigned or stationed at a U.S. Foreign Service post or establishment abroad, or at an office of the American Institute in Taiwan. An MOH is:

- Not an EFM; and,
- Not on the travel orders of the sponsoring employee; and,
- Has been officially declared by the sponsoring USG employee to the COM as part of his/her household.

A MOH is under COM authority and may include a parent, unmarried partner, and other relative or adult child who falls outside the Department's current legal and statutory definition of family member. A MOH does not have to be a US Citizen.

4. Not Ordinarily Resident (NOR) - An individual who:

- Is not a citizen of the host country; and,
- Does not ordinarily reside (OR, see below) in the host country; and,
- Is not subject to host country employment and tax laws; and,
- Has a US Social Security Number (SSN).

NOR employees are compensated under a GS or FS salary schedule, not under the LCP.

5. Ordinarily Resident (OR) - A Foreign National or US citizen who:

- Is locally resident; and,
- Has legal, permanent resident status within the host country; and,
- Is subject to host country employment and tax laws.
- EFMs without US Social Security Numbers are also OR.

All OR employees, including US citizens, are compensated in accordance with the LCP.

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*The US Mission in Sudan is an Equal Opportunity Employer. Candidates will receive consideration without regard to race, color, religion, sex, national origin, disability, age, or sexual orientation.*

*The Department of State also strives to achieve equal employment opportunity in all personnel operations through continuing diversity enhancement programs.*

*The EEO complaint procedure is not available to individuals who believe they have been denied equal opportunity based upon marital status or political affiliation. Individuals with such complaints*

*should avail themselves of the appropriate grievance procedures,  
remedies for prohibited personnel practices, and/or courts for relief.*